TEXT PROCESSING TIPS

NOTE: The tips below assume the user is on the screen with the text record he/she wishes to change.

Change Existing Text:

1. Enter "C" or "CHANGE" in the Function Line.
2. Tab to the text line you want to change and type over the existing text.
3. Press Enter.

Insert a Line (or Multiple Lines) Between Existing Text Lines:

1. Enter "C" or "CHANGE" in the Function Line.
2. Tab to the Text Action field and enter "I".
   Tab to the Line Number field and enter the line number AFTER the line you wish to begin inserting text. You can add 1 or multiple lines of text. **Note: the Insert function will only accept an entry in the Line Number field for a single line number equal to one (1) through nine (9).**
3. Press Enter.
4. Tab to Type field if present and enter the appropriate text type code. Tab to the null line (line with a period) and type the text you wish to insert, as many lines as necessary. If you want a blank line, space out the period.
5. Press Enter.

Insert a Line (or Multiple Lines) at the Bottom of Existing Text:

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "B".
3. Press Enter.
4. Enter "C" or "CHANGE" in the Function Line.
5. Tab to Type field if present and enter the appropriate text type code.
6. Tab to the null line (line with a period) and type the text you wish to insert.
7. Press Enter.

Insert a Line at the Top of Existing Text Record:

1. Make sure you are at the top of the record. Enter "GET" in the Function Line, tab to the Text Action field and enter "T", and press Enter.
2. Enter "GET" in the Function Line.
3. Tab to the Text Action field and enter "U".
4. Press Enter.
5. Enter "C" or "CHANGE" in the Function Line.
6. Tab to Type field if present and enter the appropriate text type code.

7. Tab to the null line (line with a period) and type the text you wish to insert.
8. Press Enter.

Delete a Single Line of Text:

1. Enter "C" or "CHANGE" in the Function Line.
2. Tab to the Text Action field and enter "X".
   Tab to the Line Number field and enter the line number of the line you wish to delete. **Note: the Delete function for a single line will only accept entries in the Line Number field equal to one (1) through nine (9).**
3. Press Enter.

Delete a Range of Text Lines:

1. Enter "C" or "CHANGE" in the Function Line.
2. Tab to the Text Action field and enter "X".
   Tab to the Line Number field and enter the range of line numbers you wish to delete. **Note: the Delete function for a range of lines will only accept entries in the Line Number field equal to one (1) through nine (9). For example, if you want to delete lines 3 through 5 on the screen, type 3-5 in the Line Number field.**
3. Press Enter.

Delete All Lines and Overwrite Existing Text:

NOTE: The delete all ("X ALL') function will **permanently delete** text. Before using the "X ALL" function, please be sure you do not need the text.

1. Enter "C" or "CHANGE" in the Function Line.
2. Tab to the Text Action field and enter "X".
3. Tab to the Line Number field and enter "ALL".
4. Press Enter.
5. With "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". **The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed.**
6. Tab to Type field if present and enter the appropriate text type code.
7. Tab to the null line (line with a period) and type the new text until completion.
8. Press Enter.

Go to the Top of the Text Record:

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "T" to go to the top of the record.
3. Press Enter.

Go to the Bottom of the Text Record:

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "B" to go to the bottom of the record.
3. Press Enter.

Go to a Particular Text Line:

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "R".
3. Tab to the Line Number field and enter the "relative" line number you wish to go to. For example, if the text record has 50 lines of text, and you want to go to line 25, enter 25 in the Line Number field.
4. Press Enter.

Scroll Down a Whole Screen at a Time:

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "D".
3. Press Enter.

Scroll Up a Whole Screen at a Time (if not on the first screen of the text record):

1. Enter "GET" in the Function Line.
2. Tab to the Text Action field and enter "U".
3. Press Enter.